

**Town of Warrenton, Virginia**

**Invitation for Bid – Janitorial Services**

**IFB Number: #04-011**

**Closing Date: May 14, 2004 at 2:00 PM**

**All bids must be received by the closing date and time to be considered.**

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**One (1) original and (1) copy** of each bid, including any attachment, shall be mailed or delivered to the Purchasing Agent. All inquiries for information regarding procurement procedures, selection criteria, bid submission requirements, or other fiscal/administrative concerns shall be directed to:

Purchasing Agent  
P.O. Drawer 341  
18 Court Street  
Warrenton, VA 20188

Phone: 540-347-1102  
Fax: 540-349-2414  
e-mail [staff@warrentonva.gov](mailto:staff@warrentonva.gov)

For technical information relating to this IFB, please contact:

Richard M Heartley  
Director of Finance & Human Resources  
P.O. Drawer 341  
18 Court Street  
Warrenton, VA 20186

Phone: 540-347-1102  
Fax: 540-349-2414  
e-mail [rheartley@warrentonva.gov](mailto:rheartley@warrentonva.gov)

In compliance with this Invitation for Bid and all the conditions imposed herein, the undersigned offers and agrees to furnish the goods in accordance with the signed bid or as mutually agreed upon by subsequent negotiations.

Name and Address: \_\_\_\_\_

Phone #: \_\_\_\_\_

\_\_\_\_\_

Fax #: \_\_\_\_\_

\_\_\_\_\_

Submitted by: \_\_\_\_\_

Date: \_\_\_\_\_

Printed name

\_\_\_\_\_

FEIN/SSN: \_\_\_\_\_

\_\_\_\_\_  
Signature

**CERTIFICATION PAGE**  
**RETURN THIS PAGE WITH BID SUBMISSION**

## **TOWN OF WARRENTON, VIRGINIA**

### **INVITATION FOR BID**

**IFB NUMBER:** 04-011

**DATE OF THIS REQUEST:** March 31, 2004

**DESCRIPTION:** Janitorial Services

**BID DEADLINE/OPENING DATE:** May 14, 2004, 2:00 P.M.

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The Town of Warrenton is currently seeking bids from qualified vendors to provide professional Janitorial Services for the following Town locations:

- Town Municipal Building, 18 Court Street, Warrenton, VA.
- Town Public Safety Facility, 333 Carriage House Lane, Warrenton, VA.
- Town Public Works Facility, 360 Falmouth Street, Warrenton, VA

The following specifications govern this purchase:

1. The General Terms & Conditions – Services, attached as Exhibit C shall apply.
2. The "Scope of Janitorial Services To Be Provided" - attached Exhibit A.
3. Contract shall be for a one (1) year term starting approximately July 1, 2004 with an option for renewal for a maximum of three additional one-year terms. All contracts are subject to cancellation, at the sole discretion of the Town with thirty (30) days written notice for failure to perform.
4. Interested parties are encouraged to visually inspect the Municipal Building, Public Safety Facility and the Public Works Facility prior to submitting their bids. Please call the above contact to make arrangements to walk through the premises.
5. All bids must be placed on the Bid Form - Exhibit B to be considered responsive. Bids are to specify the weekly cost of providing services, other than window cleaning as defined in the scope of services. A second total cost for window cleaning is to be indicated. The total bid will then be determined by multiplying the total weekly cost by 52 weeks, adding that sum to the total cost of the semi-annual window cleaning giving a total bid. It is the Town's intent to award a contract for all locations to one contractor.
6. The Contractor shall procure and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by the contractor, his agents, representatives, employees or subcontractors.

The Contractor shall provide a certificate of insurance naming the Town of Warrenton as additional

insured **and, if requested** a certified copy of said policy or endorsement(s) before commencement of contract. All insurance shall be placed with an insurer licensed to do business in the Commonwealth of Virginia. The underwriter shall be subject to the approval of the Town of Warrenton.

b) The Contractor shall maintain limits no less than:

c) Commercial General Liability: \$1,000,000 combined single limit per occurrence for bodily injury, personal injury and property damage. The general aggregate limit shall apply separately to this project of the general aggregate shall be twice the required occurrence limit.

d) Automobile Liability: \$1,000,000 combined single limit per accident for bodily injury and property damage.

Workers' Compensation and Employers Liability: Workers' Compensation as required by the Code of the Commonwealth of Virginia and Employers Liability with limits of \$1,000,000 per accident.

7. Contractor must provide Town's Purchasing Agent with a complete and accurate listing of employees to be used to maintain the Town's various facilities. This listing shall be updated annually, or as new employees are assigned to the contract. All authorized employees assigned to perform services under this contract shall be of legal age to perform the services outlined in this IFB.
8. Contractor shall provide the Town of Warrenton, upon request, a certificate evidencing bonding for Faithful Performance in the amount of \$25,000 prior to commencement of contract.
9. Payment terms are net, 30 days.
10. The contractor shall be considered an independent contractor as defined by the Internal Revenue Service.

ALL BIDS MUST BE SIGNED AND SEALED IN ENVELOPES PLAINLY MARKED ON THE OUTSIDE, "SEALED BID ON JANITORIAL SERVICES TO BE OPENED MAY 14, 2002 AT 2:00 P.M.", AND SHOULD BE FORWARDED TO THE PURCHASING AGENT. BIDS RECEIVED AFTER THE DEADLINE WILL BE RETURNED TO THE BIDDER UNOPENED.

Bids are opened and read aloud by the Purchasing Agent at the appointed hour and date and such of the bidders as choose to attend, at the Municipal Building, 18 Court Street, Warrenton, VA.

The Town reserves the right to reject any and all bids and waive all formalities. All contracts are awarded by the Town Manager. In the event the Town Manager rejects all bids, the Town may re-advertise or make the purchase on the open market.

**EXHIBIT B**  
**JANITORIAL SERVICES – IFB 04-011**  
**BID FORM**

Description of Services	Location			Total
	Town Municipal Building	Public Works Facility	Public Safety Facility	
Cost of weekly janitorial services, excluding window cleaning as defined in Exhibit A	\$	\$	\$	\$
Contract Duration	52 weeks	52 weeks	52 weeks	52 weeks
Total annual cost of weekly janitorial services	\$	\$	\$	\$
Cost of semi-annual window cleaning	\$	\$	\$	\$
<b>Total Bid</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>
Estimated average number of hours per week needed to complete listed tasks.				

To be considered responsive, an amount must be entered in all blank spaces above.

All bids shall be valid for a period of sixty (60) days from opening date.

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Address

\_\_\_\_\_  
Fax

\_\_\_\_\_  
City/State/Zip

## **EXHIBIT A**

### **SCOPE OF JANITORIAL SERVICES TO BE PROVIDED**

**At the Town Municipal Building location at 18 Court Street, Contractor shall**

#### Daily Tasks

- Vacuum all main entrance hallways and Council Chambers daily. Inspect for mud or carpet stains, clean as necessary.
- Dust offices and clean all office surfaces, including desk, counter surfaces, cabinets, picture frames, filing cabinets, etc., daily.
- Thoroughly clean, deodorize and supply all restrooms daily (all paper products to be provided by Town).
- Clean main level and lower level glass entranceways daily for fingerprints and grime.
- Empty all trash cans daily, replace trash can liners daily.

#### Biweekly Tasks

- Vacuum all offices and conference rooms twice weekly.
- Sweep and wet mop all bathroom floors twice weekly, or as needed.
- Clean all wood doors, glass doors, mirrors, picture frames and door frames twice weekly.

#### Monthly

- Clean and dust venetian blinds, baseboards, window sills and trim, including the exposed top portion of the wall divider separating Council Chambers from offices monthly.
- Clean and dust all stair railings and chair mouldings.
- Clean all carpet runners monthly and spot clean when necessary and requested.
- Strip, clean and wax all tile floors monthly and when necessary and requested

#### Semi-Annually

- Clean all carpets twice a year and spot clean when necessary and requested.
- Wash all windows, inside and out, twice a year.

## **EXHIBIT A**

### **SCOPE OF JANITORIAL SERVICES TO BE PROVIDED**

**At the Public Works Facility, 360 Falmouth Street, Contractor shall**

#### Daily Tasks

- Sweep all floors daily and or weekly, as needed.
- Damp mop all floors daily or weekly, as needed.
- Empty all trash cans daily.
- Dust desk and other surfaces in all offices daily.
- Wipe down countertops in breakroom daily.
- Wipe down tables in breakroom daily.
- Clean sinks and toilets in restrooms daily.
- Replenish paper products in all restrooms daily.
- Clean windows in front doors and receptionist's window daily

#### Weekly Tasks

- Buff all tile floors weekly.

#### Semi-Annually

- Strip and wax all tile floors twice a year or when necessary or requested.
- Clean all office windows inside and out twice a year.

## **EXHIBIT A**

### **SCOPE OF JANITORIAL SERVICES TO BE PROVIDED**

**At the Public Safety Facility, 333 Carriage House Lane, Contractor shall**

#### Daily Tasks

- Dust mop and or vacuum all tile floors daily, to include corners.
- Buff all tile floors in the hallways, lobby, training room and kitchen area daily.
- Vacuum and clean in an appropriate manner all mats inside the exterior doors.
- Empty all trash cans daily; empty cigarette butt devices as needed.
- Clean, deodorize and re-supply all restrooms daily (all paper products to be provided by Town).
- Clean all glass entry doors, receptionist window, secretary lobby window daily.
- Clean shower areas with appropriate cleaning products for tile and grout. Use mildew removers as necessary. Use products to keep the drains functioning properly.
- Clean water fountains.

#### Twice Weekly Tasks

- Damp mop tile floors.
- Vacuum all carpeted office flooring.
- Dust offices and clean all office surfaces, including desk, counter surfaces, cabinets, etc.

#### Weekly Tasks

- Buff all tile floors in offices weekly.
- Clean all wood doors, mirrors, picture frames, and door frames.
- Wipe down exercise equipment.
- Clean behind equipment in copier & shredder room.

#### Monthly

- Clean and dust venetian blinds, baseboards, window sills and trim.
- Wipe with damp cloth exterior of lockers in locker rooms, kitchen cabinets, Community resource officer's cabinets once a month.
- Polish conference room furniture, Chief's desk and any other wood furniture.

#### Bi-Monthly

- Dust walls & ceilings, including air vents for cob webs.

#### Semi-Annually

- Strip and wax all tile floors, including locker rooms.
- Shampoo all carpeted offices, spot clean when necessary and requested.
- Wash all windows, inside and out, clean screen windows.
- Polish the tile on the walls in the hallways.

#### As Needed or Requested

- Clean interior light fixtures as needed or requested.
- Clean upholstered furniture as needed or requested.

Contractor shall communicate with the Purchasing Agent's office immediately on any problems which arise or are identified in any location.

All offices, bathrooms and kitchens with tile floors shall be stripped and waxed within 30 days of acceptance of bid and stripped and waxed annually thereafter.

Contractor shall supply all cleaning equipment, deodorants, chemicals, materials and supplies required to perform the above services.

All locations are used extensively for meetings and community functions, both recurring and one time events. All scheduled meetings are listed on a monthly calendar posted at the Town Municipal Building and on the Town's website [www.warrentonva.gov](http://www.warrentonva.gov) . It is the responsibility of the contractor to schedule cleaning outside of office hours and when both facilities are not being used.

Below is a schedule of recurring evening meetings:

- The second Tuesday of each month between 4:30 and 11:00 PM.
- Thursday, prior to the second Tuesday of each month between 4:30 and 11:00 PM
- The first Tuesday of the month at 4:00 PM
- The first Thursday of the month at 7:00 PM
- The third Wednesday of the month at 7:00 PM
- The fourth Tuesday of the month at 5:00 PM
- other prearranged times as required

Normal office hours at Town Hall, the Public Works Facility and the Public Safety Facility are 8:00 AM to 4:30 PM, Monday through Friday.



## **Exhibit C**

### **TOWN OF WARRENTON, VIRGINIA GENERAL TERMS AND CONDITIONS SERVICES**

#### **1. MANDATORY USE OF TOWN FORM AND TERMS AND CONDITIONS**

Failure to submit a bid/proposal on the official Town form provided for that purpose shall be a cause for rejection of the bid/proposal. Return of the complete document is required. Modification or additions to any portion of the solicitation may be cause for rejection of the bid/proposal; however, the Town reserves the right to decide, on a case by case basis, in its sole discretion, whether or not to reject such a bid/proposal as nonresponsive.

#### **2. PRECEDENCE OF TERMS**

In the event there is a conflict between the General Terms and Conditions and any Special Terms and Conditions for use in a particular procurement, the Special Terms and Conditions shall apply.

#### **3. CLARIFICATION OF TERMS**

If any prospective bidder/offeror has questions about the specifications or other solicitation documents, the prospective bidder/offeror should contact the Director of Purchasing or the Department Head whose name appears on the face of the solicitation no later than five days before the opening date. Any revisions to the solicitation will be made only by addendum issued by the Purchasing Director.

#### **4. TESTING/INSPECTION**

The Town reserves the right to conduct any test/inspection it may deem advisable to assure goods and services conform to the specifications.

#### **5. PAYMENT TERMS**

Any payment terms requiring payment in less than 30 days will be regarded as requiring payment 30 days after invoice or delivery, whichever occurs last. This shall not affect offers of discounts for payment in less than 30 days.

#### **6. INVOICES**

Invoices for items ordered, delivered and accepted shall be submitted by the bidder/offeror direct to the payment address shown on the purchase order/contract. All invoices shall show the Town's contract number and/or purchase order number.

#### **7. DEFAULT**

In case of failure to deliver goods or services in accordance with the contract terms and conditions, the Town, after due oral or written notice, may procure them from other sources and hold the bidder/offeror responsible for any resulting additional purchase and administrative costs. This remedy shall be in addition to any other remedies which the Town may have.

#### **8. ASSIGNMENT OF CONTRACT**

A contract shall not be assignable by the bidder/offeror in whole or in part without the written consent of the Town.

**9. ANTITRUST**

By entering into a contract, the bidder/offeror conveys, sells, assigns and transfers to the Town of Warrenton all rights, title and interest in and to all causes of the action it may now have or hereafter acquire under the antitrust laws of the United States and the Commonwealth of Virginia, relating to the particular goods or services purchased or acquired by the Town of Warrenton under said contract.

**10. ETHICS IN PUBLIC CONTRACTING**

By submitting their bids/proposals, all bidders/offerors certify that their bids/proposals are made without collusion or fraud and that they have not offered or received any kickbacks or inducements from any other bidder/offeror, supplier, manufacturer, or subcontractor in connection with their bid/proposal, and that they have not conferred on any public employee having official responsibility for this procurement transaction any payment, loan, subscription, advance, deposit of money, services or anything more than nominal value, present or promised unless consideration of substantially equal or greater value was exchanged.

**11. ANTI-DISCRIMINATION**

By submitting their bids/proposals, all bidders/offerors certify to the Town that they will conform to the provisions of the Federal Civil Rights Act of 1964, as amended, as well as the Virginia Fair Employment Act of 1975, as amended. They must also conform to the American Disability Act of 1990 and Section 11-51 of the Virginia Public Procurement Act which provides:

In every contract over \$10,000, the provisions in A and B, below apply:

A. During the performance of this contract, the bidder/offeror agrees as follows:

The bidder/offeror will not discriminate against any employee or applicant for employment because of race, religion, color, sex or national origin, except where religion, sex or national origin is a bona fide occupational qualification reasonable and necessary to the normal operation of the bidder/offeror. The bidder/offeror agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.

The bidder/offeror, in all solicitations or advertisements for employees placed by or on behalf of the bidder/offeror, will state that such bidder/offeror is an equal opportunity employer.

Notices, advertisements and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient for the purpose of meeting requirements of this section.

B. The bidder/offeror will include the provisions of A. above in every subcontract or purchase order over \$10,000 so that the provisions will be binding upon each subcontractor or vendor.

**12. INDEMNIFICATION**

Bidder/offeror agrees to indemnify, defend, and hold harmless the Town of Warrenton, its officers, agents, and employees from any claims, damages and actions of any kind or nature, whether at law or in equity, arising from or caused by the use of any materials, goods, services or equipment of any kind or nature furnished by the bidder/offeror, provided that such liability is not attributable to the sole negligence of the Town or to failure of the Town to use the materials, goods or equipment in the manner already and permanently described by the bidder/offeror on the materials, goods or equipment delivered. The vendor agrees that this clause shall include claims involving infringement of patent or copyright.

**13. DEBARMENT STATUS**

By submitting their bids/proposals, all bidders/offerors certify that they are not currently debarred from submitting bids/proposals on contracts by the Town of Warrenton, nor are they an agent of any person or entity that is currently debarred from submitting bids/proposals on contracts by the Town of Warrenton.

**14. APPLICABLE LAW AND COURTS**

Any contract resulting from this solicitation shall be governed in all respects by the laws of the Commonwealth of Virginia and any litigation with respect thereto shall be brought in the courts of the Commonwealth. The bidder/offeror shall comply with applicable federal, state and local laws and regulations.

**15. QUALIFICATIONS OF BIDDERS/OFFERORS**

The Town may make such reasonable investigations as deemed proper and necessary to determine the ability of the bidder/offeror to perform the work/furnish the item(s) and the bidder/offeror shall furnish to the Town all such information and data for this purpose as may be requested. The Town reserves the right to inspect the bidder's/offeror's physical plant prior to award to satisfy questions regarding the bidder's/offeror's capabilities.

The Town further reserves the right to reject any bid/proposal if the evidence submitted by, or investigations of, such bidder/offeror fails to satisfy the Town that such bidder/offeror is properly qualified to carry out the obligations of the contract and to complete the work/furnish the item(s) contemplated therein.

**16. SAFETY**

All contractors and subcontractors performing services for the Town of Warrenton are required and shall comply with all Occupational Safety and Health Administration (OSHA) and any other applicable rules and regulations. All contractors and subcontractors shall be responsible for the safety of their employees and any unsafe acts or conditions that may cause injury or damage to any persons or property within and around the work site area under this contract.

**17. NOTICE OF REQUIRED DISABILITY LEGISLATION COMPLIANCE**

The Town of Warrenton is required to comply with state and federal disability legislation: The Rehabilitation Act of 1993 Section 504, The Americans with Disabilities Act (ADA) for 1990 Title II and the Virginians with Disability Act of 1990.

Specifically, the Town of Warrenton, may not, through its contractual and/or financial arrangements, directly or indirectly avoid compliance with Title II of the Americans with Disabilities Act, Public Law 101-336, which prohibits discrimination by public entities on the basis of disability. Subtitle A protects qualified individuals with disability from discrimination on the basis of disability in the services, programs, or activities of all State and local governments. It extends the prohibition of discrimination in federally assisted programs established by the Rehabilitation Act of 1973 Section 504 to all activities of State and local governments, including those that do not receive Federal financial assistance, and incorporates specific prohibitions of discrimination on the basis of disability in Titles I, III, and V of the Americans with Disabilities Act. The Virginians with Disabilities Act of 1990 follows the Rehabilitation Act of 1973 Section 504.